

ADMINISTRATIVE - INTERNAL USE ONLY

FBIS-1631/85

20 AUG 1985

MEMORANDUM FOR: Director of Personnel

THROUGH: Chief Nurse, OMS

FROM: [REDACTED]  
Director, Foreign Broadcast Information Service

STAT

SUBJECT: Request for 160 Hours of Advanced Sick Leave -

STAT

1. Paragraph 3 of this memorandum requests your approval of 160 hours of advanced sick leave for [REDACTED]

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2. [REDACTED] is scheduled for major surgery for removal of benign tumors on 4 September 1985. She will be incapacitated from 4 September 1985 through 20 October 1985. Her annual leave balance as of 8 August 1985 is 360 hours; her sick leave balance is 0 hours. A physician's statement regarding her surgery and period of incapacitation is attached.

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3. I recommend [REDACTED] request be approved.

STAT

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Attachments:

- A. Request for Advanced Sick Leave
- B. Physician's Statement

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SUBJECT: Request for 160 Hours of Advanced Sick Leave -

STAT

CONCUR:

\_\_\_\_\_  
Chief Nurse, OMS

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

DDS&T/FBIS/Pers/[ ] (13AUG85)

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Distribution:

Orig - Addressee (Return to D/FBIS)

1 - D/Pers (w/att)

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[ ] File (w/att)

STAT

1 - FBIS Registry (wo/att)

A  
Form 163a  
8-66

8 August 1985

MEMORANDUM FOR: Personnel & Training Branch, FBIS

VIA : Chief, Monitoring Operations Division

FROM :

STAT

SUBJECT : Request for Advance Sick Leave

1. Approval is requested for 160 hours advance sick leave for the undersigned. Current sick leave balance is 0. Current annual leave balance is 360 hours.

2. Reason for request is to have major surgery for removal of benign tumors.

3. Period of absence is from September 4 to October 20, 1985.

4. A certificate from the attending physician is attached stating the nature of illness and the estimated date of return to duty.

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Attachment:

Physician's statement

ATTACHMENT

Form B  
8-66 163a

**Page Denied**